

## **Repealed Chapter 3.22**

### **Chapter 3.22 DEPARTMENT OF INFORMATION TECHNOLOGY**

#### **3.22.010 Department created—Powers.**

There is established a Department of Information Technology for managing the City's information technology resources, which shall include City-wide telecommunications, data communications and the physical infrastructure that supports it, including the City's telephone system, radio system, and fiber optic network; City-wide application infrastructure, centralized computer operations, data, and telecommunication help desk services; and interactive media services including cable franchises, the Public Access Network, City-sponsored television channel operations, and central video services.

#### **3.22.020 Director—Appointment and removal.**

There shall be a Chief Technology Officer to be appointed by the Mayor and confirmed by a majority of the City Council, and subject to reappointment and reconfirmation every four (4) years. The Mayor, at any time, may remove the Chief Technology Officer upon filing a statement of reason therefor with the City Council.

#### **3.22.030 - Director—Duties.**

The Chief Technology Officer shall be the head of the Department of Information Technology, shall be responsible for the administration of the Department, and shall:

A. Appoint, remove, supervise and control officers and employees in the Department of Information Technology in accordance With Civil Service Rules and regulations;

B. Prepare and update annually a strategic information technology planning agenda for the City;

C. Develop, promulgate and implement City-wide policies and standards governing the acquisition, management, and disposition of information technology resources;

D. Develop policies and standards for the management, maintenance and operation of City information technology resources;

E. Develop and oversee an information technology training program for the City;

F. Develop priorities and guidelines to assist City departments in preparing their annual operating and capital information technology budgets;

G. Review City department budget submittals to ensure that information technology budget priorities and guidelines are appropriately addressed in proposed budget allocations, and that all proposed uses of technology resources are consistent with the City's policies and standards;

H. Make recommendations to the Mayor and City Council on changes to department information technology budget submittals for consistency with the City's policies, standards, and technology agenda;

I. Determine the most effective ways of providing information technology resources, including services and the management thereof, using City or contracted sources, to City departments;

J. Establish and regularly update an information technology architecture for the City;

K. Manage the preparation of the proposed annual budget of the Department of Information Technology, authorize necessary expenditures and enter into contracts for professional and expert services in accordance with the annual budget; develop and manage programs, and supervise development and maintenance of adequate managerial and accounting systems and procedures;

L. Execute, administer, modify and enforce such agreements and instruments as he or she shall deem reasonably necessary to implement programs consistent with all applicable laws and ordinances, as he or she shall deem appropriate for carrying out the responsibilities, functions, and activities of the Department; apply for grants and donations for departmental programs; and solicit and use volunteer services;

M. Create, lead, and facilitate one (1) or more advisory groups designed to provide customer and professional recommendations on City-wide information technology issues, including the operations of the Department of Information Technology, budget allocation, policies and standards for the acquisition, management, and disposition of information technology assets, and the most effective ways of providing information technology resources to support the missions of City departments; and

N. Promulgate rules and regulations to carry out departmental activities pursuant to the Administrative Code, SMC Chapter 3.02.

**3.22.040 Acquisition of technology resources.**

No City officer or employee shall acquire, through purchase, lease, or any form of contract, any information technology resources for the City except through, or in accordance with, policies, guidelines, standards, and procedures established by the Chief Technology Officer.

**3.22.050 Agreements for data center colocation space and services.**

A. The Chief Technology Officer is authorized to execute, for and on behalf of the City and its departments, agreements providing for the City's use and occupancy of data center colocation facilities and services, including lease and license agreements for technical space, warehouse and office space; and agreements for related on-site support services. No city officer other than the Chief Technology Officer shall enter into agreements for City use of data center

colocation facilities unless those agreements are made through and in accordance with policies and procedures established by the Chief Technology Officer.

B. The Chief Technology Officer's authority to enter into agreements under this Section is limited to agreements with an initial term of no more than ten years. The Chief Technology Officer may extend the term of an agreement for up to an additional five years, provided that the extension must be at the option of the Chief Technology Officer. The Chief Technology Officer shall give written notice to the chair and members of the City Council committee with technology oversight at least 30 days in advance of any agreement with a term of more than five years.

### **3.22.050 Seattle Community Technology Advisory Board (CTAB) - Membership and duties**

A. There is a Community Technology Advisory Board (CTAB) consisting of ten members.

1. CTAB has one member representing public access to information and communications technology, one member representing education, seven at-large members, and one young adult member from the Get Engaged: City Boards and Commissions program, governed by Chapter 3.51. Members must live or work at an address in the City.

2. Six members are appointed by the Mayor, subject to confirmation by the City Council, including the public access, education, and Get Engaged members. Four at-large members are appointed by the City Council.

3. With the exception of the Get Engaged program position, whose term is governed by Chapter 3.51, the term of a member is two years. A member is eligible for reappointment to one additional two-year term. A member may serve again after a hiatus of at least four years. Any vacancy in an unexpired term shall be filled in the same manner as the

original appointment. If a person is appointed to fill the duration of an unexpired term, then that term shall count as one of the two consecutive terms only if the portion of the unexpired term actually served is at least one year. A member whose term is ending may continue on an interim basis as a member with voting rights until such time as a successor for that position has been appointed or confirmed by the City Council.

4. All members serve without compensation.

B. The duties of CTAB are as follows:

1. To study and make recommendations to the Mayor, the Department of Information Technology, and the City Council on issues referred to CTAB by the Mayor or Councilmembers relating to information and communications technology. CTAB members may also bring forward for consideration other issues of community-wide interest relating to information and communications technology if doing so does not conflict with issues referred by the Mayor, the Department of Information Technology, or City Council;

2. Regarding information and communications technology issues, to conduct research, hearings, and workshops, to make written recommendations, and to report its findings and recommendations to the Mayor and City Council; and

3. To perform such other duties as may from time to time be appropriate and approved by resolution of the City Council.

C. CTAB shall be staffed by an employee of the Department of Information Technology or other designee of the Chief Technology Officer who shall serve as Secretary to the Board.